

SUPERIOR COURT OF CALIFORNIA, COUNTY OF BUTTE
REQUEST FOR COURTROOM AUDIO/VISUAL PRESENTATION EQUIPMENT

REQUESTOR INFORMATION:

Your Name:	Date(s) Equipment Required:
Contact Number:	Start Time:
	End Time:
Responsible Party from Your Office:	Case Number:
Contact Number:	Case Name:
Location Equipment is Required: <input type="checkbox"/> BCCH <input type="checkbox"/> Chico <input type="checkbox"/> Paradise	Judicial Officer Hearing Case:

DESCRIBE ANY/ALL EQUIPMENT YOU WILL BE PROVIDING AND ANY POWER HOOKUPS REQUIRED:

TYPE OF EQUIPMENT REQUESTED FROM COURT:

Projection

- ☐ Overhead Projector
- ☐ Tripod/Slide Projector Screen

Video

- ☐ VCR/VHS
- ☐ DVD

Teleconferencing

- ☐ Teleconference TV
- ☐ Telephonic Polycom Unit
(used for conference calls, up
to 5 parties)

Easel

- ☐ Large Mobile Erase
- ☐ Large Mobile
Reversible Erase
- ☐ Medium Mobile Erase
- ☐ Small Tripod Erase
- ☐ Flip Chart
- ☐ Tripod Flip Chart

Other

- ☐ Standard X-Ray
Viewer
- ☐ TV with Portable Stand
- ☐ Small Wooden Poster Stand

- ☐ NOMAD (multimedia unit)
and large screen

***NOTE -NOMAD only to
be used if multiple
functions needed***

Function needed:

- ☐ Overhead Projector
- ☐ Annotation Screen
and Projector
- ☐ DVD w/ CD Function
- ☐ VCR
- ☐ X-Ray Projection

DESCRIBE ANY INTERFACING/COMPATABILITY REQUIREMENTS BETWEEN THE EQUIPMENT YOU WILL PROVIDE
AND THE EQUIPMENT YOU ARE REQUESTING THE COURT PROVIDE:

REQUESTOR'S SIGNATURE: _____ DATE: _____

INTERNAL USE ONLY

RECEIVED BY: _____ DATE: _____ SCHEDULED/ASSIGNED BY: _____ DATE: _____
TESTING DATE: _____ TIME: _____ LOCATION OF TESTING: _____ COMPLETED ON: _____ BY: _____